

香港投資管理有限公司

Hong Kong Investment Corporation Limited

The Hong Kong Investment Corporation Limited (“HKIC”) is dedicated to contributing to the future development of Hong Kong by identifying investment opportunities and strategically promoting the development of target industries, so as to enhance the long-term competitiveness and economic vitality of Hong Kong while generating investment return. It is wholly owned by the HKSAR Government, and consolidates the management of the investment activities of the Hong Kong Growth Portfolio, Greater Bay Area Investment Fund, Strategic Tech Fund, and the Co-Investment Fund. More information about the HKIC can be found at <https://www.hkic.org.hk>.

There is now an excellent opportunity for eligible candidates to join the HKIC team with details shown below:

Analyst (Investment)

Key Responsibilities:

- Analyse market and company data
- Provide support to conduct economic and financial research for establishing benchmarking standards
- Perform day-to-day operational duties such as market information collection, record keeping, preparation of internal briefing and reporting materials, and meeting coordination
- Participate in investment and related documentation
- Develop and maintain constructive relationship with counterparts
- Perform other assigned duties as required

Requirements:

- University degree with good academic results in business, economics, finance, investment management, law or related fields
- Good understanding of the Basic Law of the HKSAR
- Committed to contributing to the future development of Hong Kong and achieving the HKIC’s objectives
- Strong sense of integrity and professional ethics
- Good team player and eager to learn
- Strong organisation and coordination skills
- Good computer literacy including MS Word, Excel, PowerPoint and Chinese word processing
- Good command of written and spoken Chinese and English
- Willing to work outside normal office hours as and when required

Officer (Portfolio Operations)

Key Responsibilities:

- Work in the Portfolio Operations Team and report to Director (Portfolio Operations)
- Support day-to-day operational duties including cash management activities, performance monitoring, analysis, reporting and audit requests
- Coordinate the establishment of new legal entities to support the HKIC’s investment structures and provide ongoing support to maintain the HKIC’s investments for post-closing matters
- Communicate with internal and external counterparts to perform reconciliation and to resolve issues relating to investment operations
- Develop applicable internal guidelines with reference from international and market standards
- Perform other assigned duties as required

Requirements:

- University degree with good academic results
- Work experience in investment operations, private equity investment, accounting, etc. is a plus
- Good understanding of the Basic Law of the HKSAR
- Committed to contributing to the future development of Hong Kong and achieving the HKIC’s objectives
- Strong sense of integrity and professional ethics
- Attention to details
- Good team player
- Ability to handle multi-tasks under pressure
- Good command of written and spoken Chinese and English
- Good computer literacy including MS Word, Excel, PowerPoint and Chinese word processing

Closing Time for Application: **5:00 p.m., 28 November 2025**

For the application method, please visit our website at <https://www.hkic.org.hk/careers> for more details.



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-
Office of Co-operative Education Programme
Functional Manager
(Ref: 2500020I) (Closing date: December 12, 2025)

CUHK’s Co-operative Education Programme (Co-op@CUHK) is an innovative education programme designed to strengthen undergraduate students’ commercial acumen and essential skill sets by combining classroom-based education with practical work experience.

The Office of Co-operative Education Programme is looking for a dynamic and strategic candidate to support the Programme Director in this university-wide experiential learning initiative. The appointee is expected to:

- Work closely with the Director to implement the Programme’s strategies and key objectives;
- Oversee curriculum development, student recruitment and admission, career services, and student affairs to ensure a seamless Co-op journey for students;
- Formulate marketing strategies to enhance the programme’s visibility and reputation among various stakeholders;
- Serve as secretariat for programme committees and advisory boards to facilitate internal and external communication;
- Manage the office’s budget and ensure strategic allocation of resources;
- Demonstrate a proven ability in resource development, including crafting funding proposals to secure donations to support programme initiatives; and
- Undertake other duties as assigned by the Director. Working at flexible hours is required.

The ideal candidate(s) should have the following qualifications, skills and attributes:

- A good Bachelor’s degree, preferably a higher degree;
- At least seven years’ post-qualification work experience, preferably in higher education institutions;
- Excellent command of both written and spoken English and Chinese (including Putonghua);
- Strong communication, management and negotiation skills, and competency in building rapport with different stakeholders; and
- Ability to work under pressure, manage competing priorities, and meet tight schedules.

Solid knowledge of programme management or curriculum development will be an advantage.

Appointment will initially be made on contract basis for two years, renewable subject to mutual agreement and satisfactory performance.

Application Procedure
The University only accepts and considers applications submitted online for the post above via the CUHK career site. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.



THE HONG KONG POLYTECHNIC UNIVERSITY

香港理工大學

With over 85 years of rich heritage, The Hong Kong Polytechnic University (PolyU) has evolved alongside society and made pivotal contributions to the development of Hong Kong, the Nation and the world. The University pursues world-class excellence in education, research and knowledge transfer to nurture socially responsible leaders and professionals, as well as to drive impactful research and innovation. PolyU will strive to continually excel as an innovative world-class university that makes a positive impact on society, living up to the University’s motto: “To learn and to apply, for the benefit of mankind”.

Ranked among the top 100 universities globally by well-known ranking organisations such as Quacquarelli Symonds (QS), Times Higher Education (THE) and U.S. News & World Report, PolyU offers a wide range of world-class educational and research programmes in seven faculties and three independent schools. PolyU has furthermore achieved commendable results in the QS World University Rankings by Subject 2025 – it is ranked in the global top 30 for seven subjects, is first in Hong Kong for three subjects, and is in the global top 100 for 26 subjects.

DEPARTMENT OF BUILDING AND REAL ESTATE

- Professor in Architectural Engineering / Building Engineering** (Ref. 251117016)
- Professor / Associate Professor / Assistant Professor in Technology / Sustainability / Architecture** (Ref. 251117017)

The appointees will be required to conduct research in related areas and contribute to the development of the Department’s strategic research area of (i) sustainable building development / energy-efficient building environment and materials / construction engineering / construction robotics and human robot collaboration / construction digitalisation **for post (1)**; and (ii) technology / sustainability / architecture **for post (2)**. For the above posts, the appointees will also be required to (a) initiate, lead and participate in scholarly research in his/her area of expertise and be active in research leading to quality journal publications and in bidding for external research grants and projects; (b) be responsible for developing externally-funded research programme by supervising / coaching students at bachelor / master / PhD / doctoral degree level; (c) contribute to the success of the Department by initiating new internal and external collaborations and proactive participation; (d) undertake teaching duties in the relevant subject areas at undergraduate and postgraduate levels; (e) participate in programme / curriculum planning, development and administration of undergraduate and postgraduate programmes; (f) mentor and nurture the next generation of scholars and researchers; and (g) undertake relevant administrative duties.

For post (1), the applicants should have a PhD in Architecture, Architectural Engineering, Building Science, Civil and Environmental Engineering, Construction Engineering or a closely related field, with a focus on sustainable buildings, construction robotics, digitalisation or related areas. **For post (2)**, the applicants should have a PhD degree in Architecture, Civil and Environmental Engineering, Construction Engineering, Construction Management, Construction Technology or a closely related field, with a focus on sustainable construction or related areas. For the above posts, the applicants should also (a) have a strong commitment to excellence in teaching and academic advising; (b) have a proven record in research and scholarship achievement; (c) possess effective classroom teaching skills and good interpersonal skills; (d) have experience in acquiring external research funding, including national, international funding bodies and industries; and (e) have excellent communication, organisation, leadership and strong cooperation skills, and the ability to work in an interdisciplinary team.

Applicants are expected to possess distinguished academic credentials with internationally prominent research and teaching track record. Applicants with less experience will be considered for appointment at the level of Associate Professor or Assistant Professor **for post (1)**.

- Assistant Professor in Economics / Technology** (Ref. 251117018)

The appointee will be required to (a) undertake teaching duties in relevant subject areas at undergraduate and postgraduate levels; (b) supervise undergraduate and postgraduate research projects and theses; (c) conduct research in related areas and contribute to the development of the Department’s research strengths in economics / technology; (d) initiate, lead and participate in scholarly research in his/her area(s) of expertise and be active in research leading to quality journal publications and in bidding for external research grants and projects; (e) engage in programme / curriculum planning, development and administration; and (f) undertake relevant administrative duties.

Applicants should (a) have a PhD degree in a related area; (b) have a strong commitment to excellence in teaching and research; (c) have a proven record in research and scholarship achievements; (d) be able to demonstrate effective classroom teaching skills and have good interpersonal skills; (e) have experience in acquiring external research funding, including those from national, international funding bodies and industries; and (f) have excellent communication, organisation, leadership skills, with strong team work and the ability to work in an interdisciplinary team.

- Teaching Fellow in Construction and Real Estate Technology** (Ref. 251118015)

The appointee will be required to (a) conduct lectures, tutorials and supervise students at undergraduate and/or postgraduate levels at the scheduled time. Some evening teaching is expected; (b) prepare teaching materials including hand-outs, presentations, coursework assignments, examination papers, etc.; (c) meet with students during office or assigned hours on academic matters, career issues and other appropriate matters; (d) assess students’ study progress by periodic evaluations through coursework assignments, tests and examinations according to established grading scheme / policy; (e) propose / plan new programmes, design / review subject / programme curriculum, and design / facilitate learning activities; (f) contribute to subject / programme validation and coordinate programme quality assurance processes; (g) help promote teaching quality by leading / organising teaching development projects, and/or chairing / serving on teaching-related committees / panels, and by means of workshops / forums and by coaching / mentoring other junior teaching staff to become better teachers; (h) engage actively in scholarly activities; (i) perform administrative duties as and when called upon by the Head of Unit; and (j) render professional service to the community and support activities that promote or foster links with the profession in the industry and/or in the community, e.g. serving on committees of external bodies of the profession, etc.

Applicants should have (a) a relevant master’s degree in Construction or a closely related field, plus not less than five years of post-qualification tertiary teaching experience and/or relevant professional, practical or industrial experience; preferably with relevant professional qualification; (b) documented professional achievements in teaching and demonstrated high level of competence in design and delivery of teaching, curriculum and pedagogy development, subject administration and programme management; (c) some experience in academic management and leadership; (d) a good command of both written and spoken English and Chinese; and (e) good teamwork, communication and interpersonal skills.

Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment for Assistant Professor / Teaching Fellow will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. An appropriate term will be provided for appointment at Associate Professor / Professor levels. For general information on terms and conditions for appointment of academic staff in the University, please visit the website at <https://www.polyu.edu.hk/hro/docdrive/careers/doc/Prof.pdf>.

Application

Please submit an application through PolyU’s career website (<https://jobs.polyu.edu.hk/academic>). **Consideration of applications will commence on 1 December 2025 until the position is filled.** The University’s Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/pics_for_recruitment/.

PolyU is an equal opportunity employer, dedicated to fostering an environment that embraces diversity and demonstrates inclusion of people from all backgrounds, cultures, identities and experiences where all members of the University are treated with fairness, dignity and respect. To learn more about the University’s “Statement on Equal Opportunities, Diversity, and Inclusion”, please visit our website at https://www.polyu.edu.hk/hro/equal_opportunities_diversity_and_inclusion/.

www.polyu.edu.hk

EDUCATION



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-
**University Medical Service Office
Physician**
(Ref: 250001YU) (Closing date: December 5, 2025)

Applicants should (i) be fully registered medical practitioners holding a valid annual practising certificate with the Medical Council of Hong Kong; (ii) have at least two years' relevant experience after full registration; and (iii) have good working knowledge of both Chinese and English. Experience in Family Medicine or Emergency Medicine is an advantage.

The main duty is to provide primary medical care service to students, staff & dependents, and retired staff & dependents.

Appointment will initially be made on contract basis for two years, renewable subject to good performance and mutual agreement.

[Those who have responded to the previous advertisement for the same post (Ref. 250001RG) need not re-apply.]

Application Procedure
The University only accepts and considers applications submitted online for the post above via the **CUHK career site**. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:


Estate Management Office
Estate Manager II (Buildings & Grounds Maintenance) (Ref. 250001Y6) (Closing date: November 25, 2025)

The appointee will be responsible for (a) managing, supervising and co-ordinating renovation, A&A works, maintenance and repair works with internal staff, contractors/consultants and users/stakeholders of the University; (b) conducting modification and feasibility studies for any projects as assigned; (c) keeping custody of warranties, as-built drawings and statutory submission records; (d) preparing tender documents, budget, memo, technical proposal, work progress, inspection and incident reports for the A&A works, renovation, maintenance and repair works; (e) leading and supervising internal staff in A&A works, renovation, maintenance and repair works; and (f) performing other duties as assigned. Working overtime, on shifts, and on Saturdays/Sundays/public holidays may be required when necessary.

Applicants should have (i) a recognised Bachelor's degree in Building Surveying or other related disciplines; (ii) a minimum of 4 years' relevant post-qualification work experience in supervising renovation, A&A works, maintenance and repair, with exposure in statutory submission and monitoring outsource contractors/consultants; (iii) sound knowledge in building ordinances and statutory submission process; (iv) a good knowledge in project management, cost control, tendering and contract administration; and (v) an excellent command of both written and spoken English and Chinese. Possession of professional qualifications, such as MHKIS/MRICS, will be an advantage. Hands-on experience in preparing manuals, schedules, tender documents and discussion papers is preferred. Shortlisted candidates will be invited to sit for a written test. Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.

Application Procedure
The University only accepts and considers applications submitted online for the post above. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.

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香港考試及評核局
Hong Kong
Examinations and
Assessment Authority

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to design, develop and administer the Hong Kong Diploma of Secondary Education Examination (HKDSE). It has also been conducting the Territory-Wide System Assessment (TSA) on behalf of the Education Bureau in Hong Kong since 2004, monitoring students' progress in Chinese Language, English Language and Mathematics at the end of key Stages 1-3 and providing assessment data to schools to facilitate teaching and learning. In addition, it administers assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international and local testing and professional bodies.

Head of Education Assessment Services
(Ref: EA/11/282)

Duties: You will lead the division in fulfilling the TSA project targets and deliverables through the development of business plans and schedules, management of manpower resources, design and implementation of TSA as well as overseeing operations, communication program with stakeholders on TSA and coordination with various committees. You will also spearhead the digital transformation of TSA operations from strategy to execution, by developing and implementing a robust change management plan that ensures seamless adoption of new platforms, mitigates resistance through clear communication and training, and fosters a culture of technological innovation and continuous improvement across the division. Managing application systems by monitoring IT subcontractors in delivering results for system enhancements based on requirements and specifications and providing training and support to schools in the use of systems and data is part of the role.

Requirements:

- (a) A recognized Master's degree in education or other related discipline. A doctorate in education or related discipline would be preferable;
- (b) Substantial experience in the development and administration of large-scale examinations or large-scale projects in the education sector, at least 8 years of which should be at senior managerial level;
- (c) Excellent and dynamic leadership, interpersonal and negotiation skill;
- (d) Ability and commitment in driving change; and
- (e) Excellent communication skills in Chinese and English (proficiency in Putonghua will be an advantage).

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 15 December 2025

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Head of Human Resources and Administration, by quoting the position applied and reference number via email at hra-recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 12 weeks from the application review date should consider their applications unsuccessful.

The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website (www.hkeaa.edu.hk).

T: 2565 8822
E: classified@scmp.com

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東華三院
Tung Wah Group of Hospitals

Head of Corporate Communications Division
[REF: HHRD/HCCD/CCD/SCMP]

The Tung Wah Group of Hospitals is the largest charitable organization in Hong Kong with over 390 service centres spreading over the territory providing medical and health, education and community services to the public.

The Group invites qualified candidates to apply for the post of Head of Corporate Communications Division. Reporting to the Chief Executive, the major roles and responsibilities of the post include: provide professional advice on the corporate communication directions of Tung Wah, develop and execute strategic communication plan, administer the Group's communication portfolio, safeguard the reputation of Tung Wah by managing public communications, oversee all corporate communications materials; and lead the Corporate Communications team in the planning and execution of public relations, networking campaign and publicity events.

For details of the qualifications and job requirements, please visit our website at <https://www.tungwah.org.hk/about/join-tw/vacancies/>.
Deadline of application is **15 December 2025**.

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EDUCATION BUREAU

Non-Civil Service Vacancy

Project Manager
(Life-wide Learning and Mainland Exchange)
(EDB/QAD/222/25)

Salary : 31,685 per month (Gratuity: 10%)
(Contract Period: 1 year)

Closing Date for Application: 5 December 2025

Tel. Enquiry: 2892 6509

Please visit “GovHK” at <https://www.gov.hk>; or download “Government Vacancies” Mobile Application at Google Play/App Store/HUAWEI AppGallery for information and application procedures about the post.



MARINE DEPARTMENT

Part-time Marine Manager
(Non-Civil Service Vacancy)

Salary: HK\$459 to HK\$575 per hour

Closing Date for Application: 28 November 2025

Tel. Enquiry: 2852 4995

Please visit GovHK at <https://www.gov.hk> or download “Government Vacancies” Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the post.

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EDUCATION BUREAU

Non-Civil Service Vacancy

Part-time Project Officer
(Personal, Social and Humanities Education/Chinese History)
(EDB/CDI/220/25)

Salary : \$485 per hour (Contract Period: 1 year)
(Required to work 16 hours per week)

Closing Date for Application: 28 November 2025

Tel. Enquiry: 2892 5846

Please visit “GovHK” at <https://www.gov.hk>; or download “Government Vacancies” Mobile Application at Google Play/App Store/HUAWEI AppGallery for information and application procedures about the post.

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GENERAL

The West Kowloon Cultural District, located on a dramatic harbour-front site in the heart of Hong Kong, is one of the largest cultural projects in the world, blending art, education and open space.

We are currently recruiting the following position to join West Kowloon Cultural District Authority.

**General Manager, Legal
Legal and Board Secretarial Division (Ref: R6429)**

The General Manager, Legal ("GML") shall assist the General Counsel ("GC") in managing the commercial functions of the organisation and lead a team of legal professionals. The role of the GML includes directing, leading and managing legal advisory services for the Commercial functions in WKCD; drafting, reviewing and/or negotiating contracts on behalf of WKCD; providing legal advice on all legal issues and claims that may arise in the context of commercial work such as general commercial work, e-commerce, intellectual property matters, loan/facilities agreements, debt issuance programme, new commercialisation opportunities under special purpose vehicles, general procurement work, employment-related matters, personal data privacy matters and direct marketing/promotional activities of WKCD and its subsidiaries etc; ensuring legal compliance and corporate governance of this area of work align with all statutory requirements; instructing external law firms on WKCD's legal panel to provide legal advice on specific legal issues arising therefrom; and monitoring the performance of external legal advisers.

Summary of This Role:

- Assisting the GC in defining and updating legal services policies and processes, and ensuring that WKCD operates in full compliance with all statutory procedures and adopts good corporate governance throughout all stages of the WKCD project;
- Providing legal advice on all legal issues and claims for the Commercial functions on a timely basis;
- Drafting, advising, reviewing, negotiating and enforcing contracts and other legal documents on behalf of WKCD;
- Supervising staff within the Commercial section of the Legal Department (including direct reporting on the performance of Legal Advisors /Assistant Legal Advisors, legal executives) to ensure that legal services are provided in the most efficient and cost-effective manner;

For interested parties, please send your application letter on or before 5 December 2025, along with your CV, outlining your suitability for the role, expected salary and earliest availability. Please quote the name of the position to:

Ms Jenny CHUNG
Odgers
Rm 602, The Chinese Bank Building
61-65 Des Voeux Road Central, Hong Kong
or apply via WKCD-GM-Legal@odgers.com

The review of applications will continue until the post is filled.



西九文化區



ODGERS

Assisting GC to select and instruct external law firms on WKCD's legal panel to provide legal advice on specific projects or legal issues arising therefrom, and overseeing the function and performance of external legal advisers on its legal panel on a regular basis;

Managing and monitoring the legal expenses budget for external legal advisers (with close liaison and consultation with GC) in a careful and prudent manner;

Dealing with correspondence, collate information and ensure decisions made are communicated to relevant stakeholders; and

Acting on behalf of the GC in her absence.

The ideal candidate should have:

- a law degree in a recognised common law jurisdiction;
- duly admitted and permitted to practice in Hong Kong;
- around 10 to 15 years PQE (either as a solicitor or a barrister practising in Hong Kong or in a recognised common law jurisdiction);
- management experience in general commercial work, in particular, in an in-house context is preferred;
- in-house legal drafting skills of general commercial documents and adding value in a management perspective are added advantage;
- reliable with high integrity with strong sense of responsibility and commercial sense; and
- good oral and written communication skills, a very high degree of fluency in oral and written English and Chinese is essential.

Data collected will only be used for job application processing. Your data may be accessed by our appointed recruitment consultants who have agreed to keep confidence of all personal data in not less than the standards applicable to us. Applicants not being invited for interview within 4 weeks from the submission date may assume their applications unsuccessful.

All related information will be kept up to 24 months and all personal data will be destroyed afterwards.

For more information
<https://www.westk.hk/en/about-us/careers>
or contact Ms Jenny CHUNG at +(852) 2215 8688

**Financial Secretary's Office
Office for Attracting Strategic Enterprises
(Non-Civil Service Vacancy)**

Deputy Chief Manager (Life and Health Technology)

Salary: HK\$93,255 per month

Deputy Chief Manager (Advanced Manufacturing and New Energy Technology)

Salary: HK\$93,255 per month

Closing Date for Application: 27 November 2025

Tel. Enquiry : 3870 2401

Please visit GovHK at <https://www.gov.hk> or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the post.

**Financial Secretary's Office
Office for Attracting Strategic Enterprises
(Non-Civil Service Vacancy)**

Contract Personal Assistant

Salary: HK\$42,640 per month

Closing Date for Application: 4 December 2025

Tel. Enquiry : 3870 2401

Please visit GovHK at <https://www.gov.hk> or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the post.

HEEPUYNN SCHOOL PRIVATE KINDERGARTEN

**FULL-TIME / PART-TIME
ACCOUNTANT**

Descriptions
Responsibilities:

- Handle full set of accounts, perform daily accounting operations.
- Prepare payments.
- Update inventory, Accounts Receivable & Payable.
- Prepare month-end closing, monthly financial reports, all necessary reconciliations & analyses.
- Prepare year-end reports, year-end audit necessary financial reports & analysis.
- Perform other ad hoc tasks as assigned by supervisors.

Requirements:

- Higher Diploma or above in Finance / Accounting discipline and with recognized accounting professional qualifications.
- Proficient in using Excel, experience in using MYOB is an advantage.
- Able to handle multiple tasks and be well-organized.
- Self-motivated, detail-minded & independent.
- Good command of Chinese and English.
- Immediate available would be an advantage.

Salary will be determined according to qualifications and experience.

Enquiries
Interested parties please send your resume, current and expected salary to application@hykg.edu.hk.
Personal data will be treated in strict confidence and used for recruitment purpose only.

Well Achieve Corporation Ltd.

Leasing Officer

We are seeking a proactive Leasing Officer to promote and manage our serviced apartments located on Hong Kong Island area.

- two years in sales & marketing/hotel/serviced apartments experience
- strong organizational and time management abilities
- possess problem solving skill
- good command of written and spoken English and Chinese

Interested parties, please send CV and expected salary amount to admin@studiodstudio.com.hk.

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ENGINEERING & TECHNOLOGY

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Consulting Engineers • Planners • Managers

Water Supplies Department
Contract No. 9/WSO/20 - Construction of Pressure Management and District Metering Installations in Yuen Long and Sheung Shui & Fanling Major Fresh Water Supply Zones

Meinhardt (Hong Kong) Ltd. has been appointed by the Water Supplies Department as the Consultant for the above Project. The works of the Contract include construction of the proposed Pressure Management Area (PMA) chambers, District Metering Area (DMA) chambers, critical pressure point chambers and all associated works for the PMAs and DMAs for fresh water distribution systems. The Contract commenced in October 2020 and will take about 42 months to complete. We now invite applications for the following Resident Site Staff positions:

**1. RESIDENT SURVEY OFFICER (ENGINEERING)
(FOUR-MONTH CONTRACT TERM) (Ref: 91475/RSO(E))**

Candidates should have (a) a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and

(b) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent; and

(c) at least 1 year's relevant post-qualification experience.

The job requirement of the above positions should be referred to the minimum qualification required and minimum experience listed in Appendix 7.4 of the "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" issued by Development Bureau (Works Branch). Candidates have less qualifications and experience would also be considered.

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for position 1. The incumbents of position 1 will be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) and to carry out supervision duties in Mainland China or overseas if necessary.

We offer salary and benefits in accordance with the conditions of employment promulgated by the Government of the Hong Kong Special Administrative Region at the time of employment. Personal information contained in applications received will be used for employment-related purposes, and details of suitable candidates will be referred to the relevant Government Department for consideration. A copy of our Personal Information Collection Statement Pertaining to Recruitment will be supplied upon written request. Please send full resume stating earliest availability, present salary, contact telephone number and our reference code, and copies of qualification certificates and employment references to:

Head of Human Resources, Meinhardt Consulting Engineers, 10/F Genesis, 33-35 Wong Chuk Hang Road, Hong Kong OR send e-mail, to rss-recruitment@meinhardt.com.hk

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Experienced Dance Instructor
Specialist in Ballroom or Latin dance with a minimum of 3-5 years of competition experience and qualifications. Please send full resume with salary expectation to Heavenly Dance Limited by email info@heavenly.dance.
Personal data collected will be used for recruitment purpose only.

Looking for high-flyers?
Here's the perfect platform for you